

DIVERSITY COUNCIL
HOOVER BUILDING, LEVEL A, CONFERENCE ROOM 5
MARCH 14, 2008
2:30 PM – 4:30 PM

Agenda Item	Notes
Members Present	<p>Preston Daniels, Employee and Family Resources, Chair</p> <p>Nancy Berggren, Department of Administrative Services – Human Resources Enterprise (DAS-HRE)</p> <p>Renee Hardman, Bankers Trust</p> <p>Shirley Hicks, Iowa School for the Deaf, Retired</p> <p>Reginald Jackson, Wells Fargo Bank, N.A.</p> <p>Robin Jenkins, DAS-HRE</p> <p>Jim Larew, Governor's Office</p> <p>Miguel Moreno, Department of Transportation</p> <p>Alba Perez, Greater Des Moines Partnership</p> <p>Walter Reed, Jr., Department of Human Rights</p> <p>Ralph Rosenberg, Civil Rights Commission</p> <p>Jonathan Thorup, Department of Public Safety</p> <p>Miriam Tyson, Department of Economic Development</p> <p>Dinh VanLo, Tai Village, Inc.</p> <p>Stephen Wooderson, Iowa Vocational Rehabilitation Services</p>
Member Absent	<p>Mollie Anderson, Department of Administrative Services (DAS)</p>
Other Attendees	<p>Robert Bailey, DAS</p> <p>Sherry Barnard, Deaf Action Center, Interpreter for Shirley Hicks</p> <p>Susan Churchill, DAS-HRE</p> <p>Beverly Clark, Iowa Department of Economic Development</p> <p>Jesus Estrada, DAS-HRE</p> <p>June Froehle-Snyder, Department of Human Services</p> <p>Syeta Glanton, Governor's Office</p> <p>Tomika Greene, DAS-HRE</p> <p>Mary Ann Hills, DAS-HRE</p> <p>Barbara Kroon, DAS-HRE</p> <p>Janet Nnadi, DAS-HRE</p> <p>Heather Palmer, Attorney General's Office</p> <p>Donna Scarfe, Deaf Action Center, Interpreter for Shirley Hicks</p> <p>Dawn Stohs, DAS-HRE</p> <p>Deborah Svec-Carstens, Governor's Office</p> <p>Bill West, DAS-HRE</p>
Agenda Items	<ol style="list-style-type: none"> I. Opening Remarks – Preston Daniels II. Renee Hardman made a motion to approve the meeting minutes from February 26, 2008. <ol style="list-style-type: none"> A. Robin Jenkins seconded the motion. B. All in favor. C. Minutes were approved. III. Overview of the State's Hiring Practices – Bill West <ol style="list-style-type: none"> A. Bill West provided a basic overview of the hiring process with a PowerPoint presentation. B. Discussion items: <ol style="list-style-type: none"> 1. Stephen Wooderson asked if all state agencies complete a Position Description Questionnaire (PDQ) prior to posting a job opening.

Agenda Item	Notes
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> a. Nancy Berggren replied that all agencies complete the form, but some are better at it than others. b. Bill West stated that PDQs should have required competencies listed on them. 2. Miguel Moreno expressed concern that BrassRing – the computer system that is used to apply for state job openings – is not user-friendly to minorities. 3. Steve Wooderson asked how many applicants go through BrassRing. <ul style="list-style-type: none"> a. Bill West stated that only merit-covered positions are posted on BrassRing. b. Nancy Berggren said that approximately 80% of applicants use BrassRing and 20% use paper applications. 4. Renee Hardman asked: Are hiring managers <i>required</i> to interview qualified minority applicants if the position is listed as underutilized? Nancy Berggren: DAS does not have a rule that requires this. <p>IV. Discussion of Norms, Expectations, and Measures – Preston Daniels passed out a draft of “Guiding Principles” that Miriam Tyson put together.</p> <ul style="list-style-type: none"> A. Function as one entity. <ul style="list-style-type: none"> 1. The Council agreed that they would not have separate agendas. 2. Members do not represent particular groups or businesses. B. Be solution oriented. <ul style="list-style-type: none"> 1. Focus on mission. 2. Operate by concession. <ul style="list-style-type: none"> a. Preston Daniels suggested voice votes on topics. b. All agreed. C. Respect differing points of view. <ul style="list-style-type: none"> 1. Allow discussion time for all points of view. 2. Members will speak after being acknowledged by the Chair. D. Clarify position(s). <ul style="list-style-type: none"> 1. Alba Perez asked that DAS staff refrain from using acronyms. 2. Preston Daniels stated that there is no such thing as a dumb question; members need to ask for clarification, if needed. E. Agree on a “Communications Process.” <ul style="list-style-type: none"> 1. The Council agreed to following with regard to the media: <ul style="list-style-type: none"> a. All members have the right to speak publicly. b. If a member speaks to the press, he or she will notify the Chair or Co-Chair of what was said. c. If the Chair or Co-Chair speaks to the press, he or she will notify Council members of what was said. d. If interviewed, Council members will inform the media that the Chair and Co-Chair are also available for comment. 2. Shirley Hicks requested a transcript of any media coverage on television or radio; Nancy Berggren stated that if Shirley Hicks will request a transcript, DAS staff will try to obtain it. <p>V. Subcommittee Reports</p> <ul style="list-style-type: none"> A. Training for Hiring Authorities – Nancy Berggren reported to the Council on behalf of the subcommittee. <ul style="list-style-type: none"> 1. Eight individuals reviewed nine vendor bids: <ul style="list-style-type: none"> a. Nancy Berggren b. Syeta Glanton c. Renee Hardman d. Robin Jenkins e. Barb Kroon f. Alba Perez g. Dawn Stohs h. Deborah Svec-Carstens

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	<ol style="list-style-type: none"> 2. Each member of the subcommittee scored the vendors on past experience, references, and so on. 3. Rizzo and Associates received the most points and was in the ballpark with price. 4. The subcommittee chose Rizzo and Associates to conduct diversity training for state hiring authorities; Rita Rizzo has: <ol style="list-style-type: none"> a. Presented her proposed diversity training to over 10,000 public- and private-sector employees over the past 20 years. b. Designed and presented over 23 diversity topics to public employees in 18 states. c. Earned a Masters Degree in Training and Human Resource Management from the University of Leicester in Leicester, England. 5. Nancy Berggren stated that Rizzo and Associates will tailor their training to fit the State's needs. 6. The Council would like to see a "run-through" of the training before state hiring authorities take the course. 7. Nancy Berggren stated that Rizzo and Associates will be teaching two courses in Des Moines in April and anyone on the Diversity Council is welcomed to attend free of charge. 8. If Council members have suggestions for the training, they will send them to Nancy Berggren or one of the other subcommittee members. <p>B. Training for the Entire State Workforce – Jonathan Thorup reported to the Council on behalf of the subcommittee.</p> <ol style="list-style-type: none"> 1. Subcommittee members include: <ol style="list-style-type: none"> a. Mary Ann Hills b. Jonathan Thorup c. Miriam Tyson d. Dinh VanLo e. Stephen Wooderson 2. The subcommittee met on March 11, 2008, and discussed: <ol style="list-style-type: none"> a. Diversity training currently available to state employees. b. Possible delivery method of diversity training of entire state workforce: <ol style="list-style-type: none"> 1). Classroom training. 2). Webinar training. 3). Webinar with video training. 4). ICN Training. 5). Online Training. c. Comparison of using a private-section vendor versus the State's training staff. d. Follow-up training. 3. Stephen Wooderson stated that the subcommittee struggled to define their charge. 4. Miriam Tyson suggested that state employees receive the same training as hiring managers. 5. The Council expressed concern about the budget. <ol style="list-style-type: none"> a. Walter Reed stated that small agencies do not have a budget for training. b. Jim Larew stated that Governor Culver's Executive Order Four charged the Diversity Council with providing ideas by March 31, 2008, on how the State should conduct diversity training for the entire state workforce; the Governor's Office will find a way to get the funding. 6. Preston Daniels asked the subcommittee to bring a Preliminary Report to the next Diversity Council meeting on March 28, 2008, with a request for more time to flesh out the plan.

Agenda Item	Notes
	<p>7. If Council members have ideas or suggestions, they will send them to Nancy Berggren, who will pass them along to the subcommittee members.</p> <p>VI. Due to time restraints, the Council agreed to finish the rest of the agenda at the next Diversity Council meeting on March 28, 2008.</p>
Items for Next Meeting	<p>I. Three subcommittees will report to the entire Council:</p> <ul style="list-style-type: none"> A. Training for the Entire State Workforce. B. Report to the Governor. C. Best Practices. <p>II. DAS-HRE will prepare a 30-minute presentation on the State's hiring practices.</p> <p>III. Council will name the rest of the subcommittees.</p> <p>IV. Council will discuss citizen input.</p>
Next Meeting	<p>The next meeting will be held on Friday, March 28, 2008, from 2:30 p.m. – 4:30 p.m. in Conference Room 5 in the Hoover Building, Level A.</p>
Adjourned	<p>Meeting adjourned at 4:40 p.m.</p>